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GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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KIMBERLY G. BOSWELL  
COMMISSIONER

## **EMPLOYMENT OPPORTUNITY- REANNOUNCEMENT**

**JOB TITLE:** Planning & Quality Assurance Specialist III **NUMBER:** 21-05  
(DD Community Certification)

**JOB CODE:** Q3000 **DATE:** November 5, 2021

**SALARY RANGE:** 77 (\$48,760.80 - \$74,047.20) **PCQ#:** 8846009

**JOB LOCATION:** Department of Mental Health  
Region V Community Services  
631 Beacon Parkway, Suite 211  
Birmingham, AL 35209

### **MINIMUM QUALIFICATIONS:**

- Master's degree in Public Administration, Health Administration, Business Administration, or any human services field. Registered Nurses qualify with a bachelor's degree in Nursing.
- 48 months or more experience in interpreting policies, procedures, or standards; evaluating program quality; or assessing programs.
- Preference may be given to individuals with qualifying experience in mental health or a disability services field.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

### **KIND OF WORK:**

- Regulates Community Programs within the Region V catchment area.
- Schedules and conducts ADMH compliance site reviews in accordance with ADMH/DDD standards for all contract providers.
- Conducts for-cause reviews and follow-up visits as indicated by results of certification reviews and complaints.
- Provides input to the certification quarterly report on best practices, notable review findings, and areas of needed improvement.
- Provides guidance and in-service training to community providers as required or needed.
- Serves as a member of the Incident Review Committee (IRC).
- Reviews incident/injury data and analyzes the data for trends and patterns.

- Reviews community provider's Plan of Correction and its implementation to ensure compliance with certification standards and ADMH/DDD policy.
- Serves as a member of committees and task forces on a regional, central office and statewide basis.
- Submits written certification site visit reports upon completion of site visit.
- Completes other special projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the Developmental Disability service delivery system in Alabama.
- Knowledge of quality improvement concepts and program planning/evaluation.
- Knowledge of ADMH regulations, policies, procedures, and standards.
- Knowledge of ADMH/DDD Administrative Code.
- Knowledge of the Home and Community-Based Services (HCBS) Settings Rule.
- Ability to effectively plan, direct, coordinate, and review the efforts of various people and resources to achieve desired outcomes.
- Ability to establish and maintain effective working relationships with various individuals.
- Ability to analyze information and recommend appropriate action.
- Ability to plan, organize, and prioritize work activities.
- Ability to communicate both verbally and in writing.
- Ability to operate a personal computer and related software.
- Ability to travel within Region V catchment area and occasionally other ADMH/DDD regions as well.

**METHOD OF SELECTION:** Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

**DEADLINE: Until Filled**

**EQUAL OPPORTUNITY EMPLOYER**

Click Here to Apply:  
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>